



UNIVERSITY
OF BAHRAIN

Regulation

Study and Examinations

Authority / Owner of Regulation: Vice President for Academic Affairs / Deanship of Admission and Registration

Effective: 23 October ٢٠١٣

June 2025



Study and Examination Regulation at the University of Bahrain

Title:	Study and Examinations Regulation at the University of Bahrain
Regulation Description:	The document includes the regulations of student admission at the university, their distribution to study programs, the regulations for registering courses, paying fees, the regulations of study and examinations, the grievance against the result of a course, the regulations for graduation from the university, and others.
Regulation Scope:	☒ Academic ☐ Administrative ☐ Research ☒ Student ☐ general
Regulation Status	☐ New regulation ☒ Revision of existing regulation
Approval Authority:	University of Bahrain Council
Authority / owner of Regulation:	Vice President for Academic Affairs / Deanship of Admission and Registration
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UNIVERSITY
OF BAHRAIN

University of Bahrain Council Decision

Number (373) of (2025)

Regarding the Approval of the Study and Examination Regulation at the University of Bahrain

Approval of University President /
University Council:

Date: 29 June 2025

Article I

The Study and Examinations Regulation shall apply in accordance with the amended version accompanying this decision.

Article II

[The Vice President for Academic Affairs and concerned parties, each within its competence, shall implement this regulation.]



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Chapter 1: General Provisions and Definitions

Article (1) This regulation is called the "**Study and Examinations Regulation at the University of Bahrain**".

Article (2) The provisions of this regulation shall apply to undergraduate study and examinations. They shall also apply to postgraduate studies unless otherwise stipulated by a specific provision, taking into consideration the special regulations of certain programs.

Article (3) The following words and statements shall have the meanings assigned to each of them, unless the context requires otherwise:

Law: Decree law No. (12) of 1986 Concerning the Establishment and Organization of the University of Bahrain and its amendments.

University: The University of Bahrain.

University Council: The University of Bahrain Council.

College Council: The concerned College Council.

Department Council: The concerned Academic Department Council.

President: President of the University of Bahrain.

Vice President: Vice President for Academic Programs and Graduate Studies.

Dean: The concerned Dean of the College or their equivalent.

Head of Department: Head of the concerned Academic Department.

Competent Authority: The authority or official licensed to take decisions in the implementation of this Law.



Deanship: Deanship of Admission and Registration.

Academic Advisor: A faculty member who advises the student in study related issues.

Instructor: The faculty member teaching the course.

Student: A student who has been admitted to the university and has registered for undergraduate or postgraduate courses.

University ID Number: The number assigned to the student upon applying for admission to the university and used as the primary reference in all university-related transactions.

Undergraduate level: Diploma, associate diploma or bachelor's programs that follow obtaining a high school diploma and the like and are offered in the first and second periods.

The first period: The regular period during where study begins at 8:00 a.m., and its programs are designated for applicants who hold a secondary school certificate or its equivalent and whose graduation date does not exceed two years prior to the time of application.

The second period: The evening period in which the study begins after 4:00 p.m., and its programs are designated for applicants who hold a secondary school certificate or its equivalent, regardless of the year of obtaining the certificate. Full tuition fees and specific provisions are applied as stated in this regulation.

Postgraduate studies: Higher diploma, master's and doctoral programs that follow obtaining a bachelor's degree and the like.



Academic Program: A structured, credit-hour course of study, which includes several aligned academic courses and work, and leads to a specific academic degree.

Study Plan: The academic program plan that includes all courses that a student must pass to complete graduation.

Course: Scientific content that falls into a study plan for a specific program, and has a character, number, name, detailed description of its terms, and specific educational outcomes that distinguish it from the rest of the courses.

Credit Hour: A unit of measurement to determine the weight of each course in relation to other courses. It is equivalent to a theoretical lecture of one hour per week, or exercises or practical applications of two or three hours per week throughout the semester.

Required Credit Hours: The total number of credit hours for the courses on which a student is registered during a specific semester, in accordance with the minimum and maximum limits set forth in Article (18) of this regulation.

Academic Calendar: A guide that includes the dates of the most important events and periods related to study and holidays during the academic year, which is prepared by the Deanship and issued by a decision of the University Council.

Academic year: The academic year starts in September and ends in August and consists of two semesters (first and second), with an optional summer semester, if offered.



Semester: A period specified in the academic calendar which a student studies the courses they have registered for.

Add/drop: A post-registration procedure whereby a student may add or drop one or more courses, in accordance with specific criteria, during the period defined in the academic calendar.

Grade: The symbol corresponding to the final percentage score a student obtains in a course. Each grade carries a specific grade point value, as outlined in Article (60) of these regulations.

Points: The result of multiplying the number of credit hours assigned to a course by the grade point value earned by the student in that course, as specified in Article (60) of these regulations.

Semester GPA: Calculated by dividing the total number of grade points earned by the student in all courses during a given semester by the total number of credit hours for those courses. The result is rounded to two decimal places.

Cumulative GPA: Calculated by dividing the total number of grade points earned in all completed courses by the total number of credit hours for those courses up to the date of GPA calculation. The result is rounded to two decimal places on a 4.00 scale.

Major GPA: Calculated by dividing the total number of grade points earned in all major-specific courses by the total number of credit hours for those courses. The result is rounded to two decimal places on a 4.00 scale.

Academic Warning: A notice issued to a student whose cumulative GPA falls below the minimum required threshold.



Special Student: A student on academic probation who has been exempted from dismissal from the university in accordance with Article (88) of these regulations.

Assessment Activities: In-semester assessment tasks performed by the student, including midterm exams, quizzes, assignments, projects, reports, and case studies. These do not include the final examination.

Feedback: Information provided by the instructor on the student's performance in an assessment activity. It enables the student to understand the extent to which they have achieved the course learning outcomes, highlights their strengths, and offers guidance on addressing areas of weakness. Feedback is considered an integral part of the learning process.

Temporary dismissal: A suspension of the student's enrollment based on a decision issued by the Disciplinary Committee in accordance with the university's Misconduct bylaws.

Official postponement: A suspension of the student's enrollment upon their request, postponing their studies for a specified period.

Final withdrawal: The students' withdrawal from the university upon their request.

Informal withdrawal: The student's discontinuation of studies without notifying the Deanship.



Chapter Two: Study Regulation

First: Student Admission

Article (4) Applications for admission to the programs offered by the university at the undergraduate level, in its first and second periods, and in the postgraduate level, must be submitted to the Deanship during the announced period, and the applicant must adhere to the announced dates.

Article (5) The University Council determines the number of students admitted to study within the framework of University's general policy. The University Council may raise the maximum number of admitted students, based on the recommendation of the Deanship in light of the official applications received for scholarships from official institutions in the Kingdom of Bahrain, and the University Council determines the criteria for admission in each specialization.

Article (6)

First: To accept the student in the undergraduate level in its first and second periods, the following conditions are required:

1. Must have a secondary school diploma or its equivalent, with a minimum average of (70%). People with special needs are excluded, provided that their average in secondary school is not less than (66.66%), provided that the disability is proven by an official document.
2. Applicants must have obtained the certificate qualifying them for university admission no more than two years prior to the time of application (the year of graduation and the year after).
3. Is qualified to study in the language in which the academic program is taught.



4. To submit a health fitness examination certificate issued by an accredited center or hospital in the Kingdom of Bahrain, according to the nature of the academic program.
5. To be of good conduct and behavior.
6. Is not enrolled in another university inside or outside Bahrain.
7. To apply for aptitude tests, if any, or others conducted by the university.
8. To pass the tests or interviews conducted by the college, according to the admission requirements in some programs.
9. Is not dismissed from the university for disciplinary reasons.
10. To meet other conditions determined by the competent authorities.

Second – The University Council shall establish the guidelines to be observed for the admission of students with special needs, in accordance with the nature of each academic program.

Article (7) The Deanship shall register students admitted to the academic programs offered by the university's colleges, in accordance with the criteria set by the University Council upon the recommendation of the respective College Councils, and within the limits of available seats. The Deanship shall also notify applicants of their admission results.

Article (8) Applicants have the right to request a reconsideration of the academic program to which they have been admitted, within the period announced by the Deanship. The Deanship shall review such requests based on the availability of seats in the requested programs.

Article (9) The University Council may grant exceptions to the admission requirements and procedures for undergraduate programs in special cases that warrant such exceptions.



Article (10)

First– Secondary school certificates issued by schools shall be processed in accordance with the attestation of the certificate by the Ministry of Education. The grade average determined by the Ministry shall be considered the official admission average for entry into the university.

Second– Certificates issued inside or outside the Kingdom of Bahrain under the IB system or its equivalent shall be evaluated based on the percentage stated in the document issued by the awarding school, or by the competent ministries, authorities, or educational institutions in the country issuing the certificate. If the method of calculating the percentage is consistent with the system adopted in the Kingdom of Bahrain, that percentage shall be accepted. However, if no clear percentage is provided, the following conversion table shall be used:

Points earned by student	Percentage	Points earned by student	Percentage	Points earned by student	Percentage
٤٥	%١٠٠	٣٧	%٩٧.٤٠	٢٩	%٨٦.٦٥
٤٤	%٩٩.٩٠	٣٦	%٩٦.٥٥	٢٨	%٨٤.٧٠
٤٣	%٩٩.٨٠	٣٥	%٩٥.٥٥	٢٧	%٨٢.٥٥
٤٢	%٩٩.٧٠	٣٤	%٩٤.٤٥	٢٦	%٨٠.٤٠
٤١	%٩٩.٤٥	٣٣	%٩٣.١٥	٢٥	%٧٨.١٠
٤٠	%٩٩.١٥	٣٢	%٩١.٨٠	٢٤	%٧٥.٧٠
٣٩	%٩٨.٧٠	٣١	%٩٠.٢٥	٢٣	%٧١.٤١
٣٨	%٩٨.١٥	٣٠	%٨٨.٥٥	٢٢	%٦٨.١٩



In cases not covered above, certificates issued from within or outside the Kingdom of Bahrain shall be evaluated by calculating the percentage as follows:

1. The grades obtained by the student in the courses successfully completed shall be assigned percentage equivalents according to the two tables below:

• Alphabetical Grading System Table:

Grade	Equalized percentage
A*	100%
A	95%
B	85%
C	75%
D	65%

• Numerical Grading System Table:

Grade	Equalized percentage
٩	100%
٨	98%
٧	95%
٦	88%
٥	82%
٤	75%
٣	65%

2. To calculate the student's official percentage, the percentages of the eight highest grades obtained by the student, including the required courses for each college, shall be totaled and divided by eight.



Third – Exemption from the Orientation Program:

A student may be exempted from the Orientation English Program if they have obtained a minimum grade of C in an English language course taken at the Ordinary Level (O–Level), Advanced Subsidiary Level (AS–Level), or Advanced Level (A–Level). The exemption request must be submitted to the English Language Center and subsequently approved by the Department of Registration and Academic Advising. Students holding an IB certificate or its equivalent may also be exempted from the Orientation Program if they have achieved a minimum score of 3 out of 7 in English at the Higher Level (HL), or 4 out of 7 at the Standard Level (SL), regardless of the track. The exemption request must be submitted to the English Language Center and approved by the Department of Registration and Academic Advising.

Fourth – Course Equivalency:

A student may apply for course equivalency for subjects successfully completed at the Advanced Level (A–Level) with a grade of B or higher, provided that the courses are equivalent to 100–level courses in the academic program to which the student has been admitted. The total number of credit hours that may be considered for equivalency shall not exceed 21 credit hours. Equivalent courses shall not be included in the calculation of the cumulative GPA, and the grade for such courses shall be recorded with the symbol (E) in the student’s academic



transcript. The equivalency of A-Level subjects to university courses in all programs must be determined in coordination with the relevant academic departments and colleges. The student's equivalency request shall be submitted to the concerned academic departments and subsequently approved by the Department of Registration and Academic Advising.

A student holding an IB certificate or its equivalent may apply for the equivalency of courses completed with a minimum score of 4 out of 7 in Higher Level (HL) subjects and 5 out of 7 in Standard Level (SL) subjects, provided the courses are equivalent to 100-level courses in the academic program to which the student has been admitted. The total number of credit hours that may be granted equivalency shall not exceed 21 credit hours. These equivalent courses shall not be included in the calculation of the cumulative GPA, and the student's transcript shall reflect the symbol (E) for these courses. The determination of equivalent courses, in all academic programs, must be made in coordination with the relevant academic departments and colleges, based on the IB subjects studied and passed. The student's equivalency request shall be submitted to the concerned academic departments and approved by the Department of Registration and Academic Advising.



Second: Study and Course Registration

Article (11) Studying at the university follows a (full-time) regular system of study, requiring the student to commit to the academic program they have been admitted to and attend both the theoretical and practical sessions of the courses.

The university adopts a credit-hour system in offering its academic programs.

In the event that circumstances prevent students' physical attendance on campus, the educational process continues, in light of the instructions of the State's competent authorities, through the approved electronic platforms, and taking into account the provisions contained in the distance education system at the university regarding attendance, assessments, examinations, etc. ⁽¹⁾

Article (12) The academic calendar, prepared by the Deanship and approved by the University Council, determines the beginning and end of the academic year and its various semesters.

Article (13) The academic year is divided into two semesters, with (16) weeks for each semester.

It is permissible by a decision of the University Council to offer the "summer semester", which consists of (8) weeks.

The department, in coordination with the Dean, shall determine the courses offered in the semesters, taking into account the text of Article (24).

(1) Added by University Council Decision No. (670/2020) of session December 29, 2020.

Article (14) The number of credit hours contained in the study plan for any undergraduate or postgraduate academic program must not be less than the minimum set by the University Council.



Article (15) The academic program includes compulsory and elective courses, provided that the student passes all compulsory courses and the elective courses chosen, taking into account the provisions of Article (71) of this regulation.

Article (16) It is left to the student to determine the courses they wish to study according to their study plan, provided that they have fulfilled its previous requirement, and after consulting their academic advisor or representative.

Article (17) The student is committed to the courses included in the academic program in which they are registered.

Article (18) The student is obligated to observe the minimum and maximum number of semesters approved for graduation from the university, without counting the summer semester, and the Orientation Program, as follows:

Degree	Program Duration by No. of Semesters	Minimum No. of Semesters	Maximum No. of Semester
Associate Diploma	4	3	8
	5	4	9
	6	5	10
Bachelor	8	7	14
	10	9	16
Bachelor (Second Period)	11	8	21



Excluding from the maximum number of semesters in the bachelor's program are programs which have a special decision issued by the University Council.

The student is granted, by a decision of the University Council, based on a recommendation from the Deanship of Admission and Registration, an additional semester if they can complete all graduation requirements during it.

Article (19) First: The minimum academic required credit hours that the regular student is committed to in the first period of their studies in one semester is (12) credit hours, and the maximum is (19) credit hours. And the student may not exceed 22 credit hours when registering credit hours in their graduation semester. The student may fall below the minimum academic required credit hours in the following cases ₂:

1. If the student's special circumstances so require, it should be done once during the program and with the approval of the head of the concerned department.
2. If there are compelling reasons that make it impossible for the student to register the minimum required credit hours, such as not passing the prerequisites that allow them to register new courses, or the lack of a vacant seat or place for practical training, provided that this is with the approval of the head of the concerned department accompanied by a statement of the compelling reason.



3. If the student is in their (final) graduation semester and their remaining hours are less than the minimum required credit hours.

Second: The minimum academic required credit hours that the regular student in the second period is obligated to study in one semester is (6) credit hours (two courses), and the maximum (16) credit hours (five courses). It is permissible to waive the minimum for special circumstances and only once with the approval of the department head accompanied by a statement of justification.

Article (20) The student must register the courses of the next semester early on during the preceding semester, and may make an amendment to the academic schedule within the limits of availability in the academic sections during the add/drop period specified in the academic calendar.

During Add/drop procedure, the following conditions shall be observed:

1. The procedure shall not result in a violation of Article (19) of this regulation.
- 2– The procedure should not result in the student's inability to register in one of the sections of the course to be added.
- 3– There should be no conflict between the courses registered in the academic schedule or in the dates of the final exam. Only the student expected to graduate in the same semester is allowed to register two conflicting courses in



the final exam, or two courses, one of which is a mandatory requirement for the other, after obtaining the approval of the head of the academic department and taking into account the procedures specified for that.

The student is also allowed to register in the laboratory section that suits their study schedule, if the student is unable to register in the same theoretical section of their course, provided that the approval of the department head is obtained and the procedures specified for this are observed.

Article (21) A student's knowledge of the study regulations, the procedures governing it and the requirements for graduation shall be presumed, and this does not exempt them from the academic advisor's assistance in study affairs.

Article (22) **First**– The student must pay the tuition fees for each semester on time, unless the student has been exempted from them according to the list of student exemptions from tuition fees at the university, and if the student is late in paying the tuition fees, the student's name does not appear on the lists of study sections for the registered courses, and the Department of Finance and Budget alerts the student and notifies him/her of the need to pay the fees within ten days of the start of the study. The provisions of the tuition fee exemption do not apply to second-period students.

Second– Subject to Article (18) of this regulation, tuition fees in the programs of the first period of the undergraduate level shall be BD 8 per credit hour, for



the Bahraini student and the like (son and daughter of a Bahraini / wife of a Bahraini) for the duration of the program, according to the approved study plan for each program, in addition to the periods excluded from the duration of the program in accordance with Articles (28 and 29) of this regulation, and the duration of the Orientation Program, if any, and an additional semester. In the event that the student is transferred from one program to another, the supported semesters will be counted for the student since joining the university.

If the Bahraini student and the like exceed these periods, the tuition fees on all accepted payments starting from September 2021 onwards will be BD 40 per credit hour in the semester following the previous periods, and then BD 80 per credit hour after that in subsequent semesters. For non-Bahraini students, the tuition fee is BD 80 per credit hour.

As for the batches accepted starting from September 2021, if the Bahraini student, and the like, transfers from one program to another, the supported semesters are counted from the time of joining the first study program at the university. The student's supported semesters are calculated as the duration of the last program to which they transferred, minus the number of supported semesters spent in the previous program or programs. According to the following illustrative table:



Degree with (Program Duration)		Number of supported and calculated semesters spent in study	Number of supported semesters remaining
Number of supported semesters in the program transferred from	Number of supported semesters in the program transferred to		
Bachelor (9)	Bachelor (9)	6	3
Bachelor (11)	Bachelor (11)	6	5
Bachelor (11)	Bachelor (9)	6	3
Bachelor (9)	Bachelor (11)	6	5
Bachelor (11)	Associate Diploma (5)	4	1
Bachelor (9)	Associate Diploma (5)	4	1
Bachelor (9& 11)	Associate Diploma (5)	5	0
Bachelor (9& 11)	Associate Diploma (5)	6	0
Associate Diploma (5)	Bachelor (9)	5	4
Associate Diploma (5)	Bachelor (11)	5	6

Upon transfer, the student will not be charged a fee retroactively if the number of semesters spent in the bachelor's program from which the student transferred from exceeds the number of semesters of the associate diploma program to which they wish to transfer.

Third– Tuition fees shall be BD 80 per credit hour in all study programs offered by the university in the second period and for all categories of students (Bahraini – non-Bahraini).



Fourth– Tuition fees shall be BD 80 per credit hour for all students, in two cases, when repeating the course for the second time as a result of failing it and repeating the course for the purpose of raising the Cumulative GPA. This provision will apply to accepted batches starting from the first semester of 2021/2022 and onwards.

Fifth– Tuition fees for students on scholarships from government agencies to study at the university shall be in accordance with the criteria contained in items second, third and fourth above, unless there is an agreement with the concerned authority to the contrary. Tuition fees for students on scholarships from non-governmental or non-Bahraini entities are at least BD 80 per credit hour. This is for the accepted batches starting from the academic year 2022/2023.

Sixth – If the practical training course in the academic program is not assigned credit hours, it shall be treated, for tuition fee purposes, as a course carrying three credit hours.

Third: Orientation Program

Article (23) First– The university begins studies with a unified orientation program for first-year undergraduate students, to equip them with essential



English language skills, academic competencies, and personal development skills necessary for successful integration into university programs. However, the following student categories are exempt from the orientation program:

1. Students with a secondary school average of at least 90%.
2. Students with a grade point average of at least 90% in all English language courses at the secondary level.
3. Students with accredited international general secondary education certificates such as A-level, IB or equivalent.
4. Students with a valid IELTS certificate with a score of 5.5 or TOEFL equivalent.

Second– A student who does not fall under the categories specified in Clause One of this Article and has a secondary school average between 70% and 89.99% shall be placed in either the pre-intermediate or intermediate level of the Orientation Program, based on their performance in the placement exam conducted for this purpose, and in consideration of the specific linguistic and technical requirements of the academic program to which they have been admitted.

Third– A students scoring 90% or above in the pre-intermediate level qualifies to take the intermediate-level exemption examination. Successful candidates may proceed directly to their admitted academic program.



Fourth– The orientation program comprises 16 credit hours: 12 hours for English language courses and 4 hours for personal skills development, as outlined in the study plan approved by the University Council. The pre–intermediate level spans two semesters, while the intermediate level lasts one semester.

Fifth– Students may only progress to undergraduate programs after successfully completing the orientation program or receiving an exemption.

Sixth– Orientation program courses are graded using the university's standard grading scale (A, A–, B+, B, B–, C+, C, C–, D+, D, F). These grades do not factor into cumulative GPAs. Students who fail the final examination may retake it once before final results are announced at semester's end.

Seventh– Students will be dismissed if they: Fail any Orientation program course, or discontinue their studies in the program.

Eight– Permanent Withdrawal and Official Deferral/ Postponement

- a– Students who permanently withdraw from the university during the orientation program forfeit their right to return to the university.
- b– Official deferral requests are not permitted during orientation program studies.

Ninth– The regulations regarding enrollment suspension, official withdrawal (W), and unofficial withdrawal do not apply to preparatory program students. Students



who receive either WA (Withdrawal Absence) or WE (Withdrawal Excused) may retake the course. Failure to retake the course, unsuccessful completion upon retaking, or receiving another WA/WE grade will result in dismissal from the program.

Fourth: Summer Semester

Article (24) Courses may be offered in the summer semester, according to the needs of the college and academic department, and after the approval of the University Council, taking into account the following provisions:

1. The minimum and maximum number of students in the summer semester courses are determined annually by a decision from the University Council.
2. It is not permitted to open additional sections for the same course unless the number of students exceeds the maximum limit.
3. The student may not register for more than three courses, provided that it does not exceed ten (10) credit hours.
4. Courses, including practical training, may be offered at the undergraduate level, and practical training courses may be offered at the master's level.
5. The administrative operating expenses for the summer semester due on the registration application shall be an amount of BD 50,



which the student is obligated to pay when submitting the registration application in the summer semester.

Fifth: Refund of fees

Article (25) The student may receive a full refund of the course fees paid, or have them credited to their balance for the following semester, if the withdrawal occurs within the period specified in the academic calendar. The right to a refund is forfeited once this period has passed. Additionally, the student is not entitled to a refund of summer semester course registration fees once they have been paid.

Article (26) Fees not mentioned in the preceding article shall be governed by what is stipulated in the university's rules and regulations, each according to its case.

Sixth: Absence and withdrawal

Article (27) The provisions of absence and withdrawal shall apply to the undergraduate and postgraduate levels, taking into account what is stated in the university's postgraduate studies regulation.

Article (28) Before the beginning of the last quarter of the semester, a student may withdraw from any course in which they are registered, with a grade of



(W) recorded, subject to the provisions of Article (19) of this regulation. The student may also withdraw from all courses in a semester, and that semester will not be counted—only once—toward the maximum period allowed for graduation.

Additionally, the student may withdraw compulsorily from all registered courses during the last quarter of the semester and before the start of the examination period for a compelling reason, such as a health condition preventing study for at least two weeks, or the death of a relative up to the second degree. In such cases, the student must submit a request to the Deanship of Admission and Registration along with official documentation from the competent authorities. The Deanship will decide on the submitted excuses directly and may refer the request to the Dean of the concerned college to obtain the college's and department's opinion if needed. If approved, the student will receive a grade of (WE) in all courses, and the semester withdrawn from compulsorily will not be counted—only once—toward the maximum period for graduation.

Article (29) A student, who has passed a semester in the academic program registered in, may, in accordance with the established procedures, request the Deanship to officially postpone and officially suspend their registration for two consecutive or separate semesters, within the period specified in the academic calendar, if the student expresses the reasons supported by the documents, if



any, and this period is not calculated from the period stipulated in Article (18) of this regulation.

Article (30) The student may withdraw from the university permanently and must carry out a clearance procedure in accordance with the procedures determined by the university.

Article (31) A student who permanently withdraws from the university may return to study in the same major in which they was registered, provided that no more than two semesters have passed since their withdrawal, and that the student is not subject to academic warning.

In the event that the student wishes to enroll in another major, the conditions for internal transfer between academic programs apply.

The period of the student withdrawal from the university shall be calculated from the period stipulated in Article (18) of this regulation, and the student shall not have the right to return except once.

A student who permanently withdraws from the university may apply to join a program of the second period.

Article (32) A student who has dropped out of study for two consecutive or separate semesters (informal withdrawal) without notifying the Deanship may make a request to the Deanship to return to study and register courses, in



accordance with the specified procedures, and this period shall be calculated from the period stipulated in Article (18) of this regulation, and the student shall be dismissed if the interruption period exceeds two semesters.

A student whose GPA is less than the minimum graduation requirement and who has dropped out of study without notifying the Deanship shall be treated according to the following cases:

- 1– If the student's average when they stopped studying is less than the minimum graduation requirement, the student shall be given a first academic warning at the end of the first semester of them not attending, and if the student continues to not attend during the following semester, a second academic warning shall be issued.
- 2– If the student is given a first academic warning before their informal withdrawal, the Deanship shall send them a second academic warning, and if the student continues to not attend their study, the student will be dismissed at the end of the semester following the semester in which they stopped attending the university.
- 3– If the student is given a second academic warning, or studies as a special student, and stopped attending the student is dismissed from university at the end of the semester in which they stopped attending.

Article (33) The student must continue the study and attend the classroom and practical hours according to the nature of the course, and inform the course



Instructor of any excuses for absence, not exceeding two lectures from the date of absence. When the absence rate reaches (15%) of the course's allocated hours, the student is given a written warning, and if the student is absent for a period exceeding (25%) of the course hours specified for the course, the student is considered to have compulsorily withdrawn, and the compulsory withdrawal is either withdrawal with an acceptable official excuse or withdrawal without an excuse.

If the student's absence is with an acceptable excuse, they will be assigned the compulsory withdrawal character (WA), and if the absence is without an excuse, they will be assigned the grade of compulsory withdrawal with fail (WF).

The student, based on an acceptable excuse, may submit an official petition to the concerned department –before the end of the last academic day– to reconsider the decision of the compulsory withdrawal with fail (WF), and the department decides on the request and then sends it to the Deanship for approval and notifying the student. If the excuse is acceptable, the WA character is assigned, and if not acceptable, the WF grade remains unchanged.

The concerned department shall notify the compulsory withdrawn students regarding the denial of entry to the final exam.



Seventh: Transfer

Article (34) The first period student may transfer to one of the second period programs, and then abide by its provisions, admission requirements and tuition fees. The student then must study in the program to which they transferred to several credit hours not less than 40% of the hours of the program to which they transferred to, unless the student is transferred to the same program in the second period of which they were in the first period, then the student is obligated to register the courses they did not pass.

A student of the first period may also transfer from one academic program to another, in the same college or in another college, when the following conditions are met:

- 1– The student must submit an application to the Deanship with complete data, supported by the required documents, and pay the transfer fee, if any.
- 2– The student's secondary school diploma must be eligible for admission to the academic program they wish to transfer to.
- 3– The student must have successfully passed (3) courses or (9) credit hours as a minimum, and not have passed a maximum of (66) hours unless the transfer is to the Associate Diploma Program. The hours or average of the last summer semester are not considered when deciding on transfer requests.



- 4- The student should not have been dismissed from the university.
- 5- The student should not have previously transferred from one academic program to another twice. Including transfer to and from the College of Applied Studies program, and the student is not allowed to return to the first major from which they were previously transferred, and are not allowed to return to the bachelor's program after transferring from it to the associate diploma program, unless the transfer is to the second period after graduating from the associate diploma program.
- 6- The transfer should be within the maximum number of students set by the academic department according to its capacity.
- 7- The student must pass the personal interview required by the academic department of the academic program to which the transfer is requested, whenever the department so requires.
- 8- In the event of transferring from the programs of the College of Applied Studies to undergraduate programs, the transfer applicant must meet – at the end of the semester in which they applied for transfer – in addition to the general conditions for transfer mentioned in this article, one of two cases, either completed the study of at least (12 hours) with a rate of not less than 3.5 at the end of the first semester, or completed the associate diploma program at the College of Applied Studies with a grade of not less than 3 out of 4, upon graduation, and if their cumulative GPA is less than that, the student can apply to one of the bachelor's programs in the second period, provided that this provision applies to accepted batches starting from the year 2023/2024.



As for batches admitted to the College of Applied Studies starting from the first semester of the academic year 2024/2025, a student may apply for transfer or admission to another college, based on their specialization, if they have completed 30 credit hours by the end of the second semester or fulfilled the program requirements, provided that their cumulative GPA is not less than 3.00 out of 4.00 in either case. Transfer and admission shall be subject to available vacancies and granted based on merit and availability.

- 9– The University Council may exempt transfer requests for students who have been dismissed or transferred from Bahrain Teachers College.
- 10– In the event of transferring from the bachelor's program to the associate diploma program, the student must apply through the Student Information System (SIS) to request a student case study according to the terms and conditions, and the student transferred to the associate diploma program (Exit Program) may benefit from similar programs in the College of Applied Studies, provided that the conditions for transferring to the associate diploma program apply.
- 11– A student who has selected a minor may change it only once during the course of their studies in the program. ⁽³⁾

(3) – University Council Decision No. 226 of 2024, dated June 3, 2024, which limited the right to choose a minor to two times only.



Article (35) The student's cumulative GPA in the academic program shall be calculated starting from the date of transfer. The student is exempt from retaking any courses previously studied, provided the course code and content are identical; in such cases, the grades earned will be included in the cumulative GPA and marked with the symbol (T). If the courses differ in code but are equivalent in content, they may be transferred upon approval from the concerned department, and will be marked with the symbol (E). In cases where a student transfers to the second period, any failing grade (F) received during the first period will not be included in the calculation of the cumulative GPA after the transfer to the second period.

When the student transfers to another program in the second period with less than 40% of credit hours in the program transferred to, the common courses of the university requirements are equalized first and then the college requirements, then the transfer request and its attachments are referred to the concerned academic department to determine the courses that fall within the 40% that the student must study. Priority should be given to courses that the student did not pass and then to those which received a grade less than (C).

In all cases, every (15) credit hours for students of the first period shall be calculated as one semester, when calculating the maximum limit stipulated in Article (18) of this regulation for the graduation of undergraduate and associate



diploma students. Every (12) credit hours for students of the second period are calculated as one semester when calculating the maximum limit stipulated in Article (18) of this regulation for the graduation of undergraduate and associate diploma students.

Article (36) A student may be transferred from another university to the university when the following conditions are met:

- 1– The other university must be recognized by the relevant authorities in the Kingdom.
- 2– To submit a newly approved academic record accompanied by the required documents to the Deanship, including a certificate of good conduct from the university from which they transferred from.
- 3– The track of the student's secondary school diploma or its equivalent must qualify for admission to the program to which they wish to transfer.
- 4– The student must be enrolled as a regular (full-time) student at the university from which they are transferring.
- 5– The student must have successfully passed (30) credit hours or its equivalent at the university from which they transferred from, with a cumulative GPA not be less than (2.33) out of (4.0) (C+ or its equivalent in other academic evaluation systems). This condition is not required for applicants requesting to transfer to second-period programs.
- 6– The concerned academic department council shall approve the transfer request, after studying the student's academic record, the scientific content



of each course passed, and determining the courses that are exempted from studying, provided that the application must be made at the beginning of each semester.

- 7– The student must not have been dismissed from any university due to disciplinary reasons. Additionally, if the transfer is to a program in the first period, the student must not have been academically dismissed from any academic program at any university.
- 8– At the time of submitting the transfer application, the student must not have been absent from study at the university they are transferring from for more than two years. This condition does not apply to applicants transferring to second period programs.
- 9– The student must study at the university (at least 50%) of the hours required for graduation, counting the credit hours that the student may have studied as a visiting student at the university, if any.

Article (37) The Deanship decides on transfer requests considering the number allowed to be accepted, and in accordance with the general conditions of transfer and the conditions of the colleges, departments and academic programs. The University Council may issue approval for transfer of some special cases, supported by justifications and reasons.

Article (38) The transferring student must register courses in the semester in which the transfer request was accepted, otherwise their acceptance will be considered canceled.



Article (39) The courses studied by the transferring student in another university are equalized with the university's courses according to the following provisions:

- 1– The student must submit an official certificate from the transferring university confirming that the courses were studied on a regular basis, with an attendance rate of no less than 75%.
- 2– The student must have obtained a grade of at least good (C) in the course to be equalized.
- 3– The language of the course studied by the student should be the same language in which the course is taught at the university.
- 4– The number of hours of the course to be equalized should not be less than the number of hours of the equivalent course at the university.
- 5– The student must submit the original copy of the transcript and course description approved by the university from which they transferred from.
- 6– One course should not be equivalent to more than one course at the university.
- 7– Course equivalency shall be conducted once, prior to the start of the semester in which the student begins their studies at the University.
- 8– Courses that have been granted equivalency shall be marked with the symbol (E) in the student's academic record.
- 9– Every (15) credit hours shall be counted as one semester in relation to the maximum graduation period stipulated in Article (18) of this regulation.



Eighth: Visiting Student

Article (40)

a. Visiting student at another university:

The university student may be allowed to study as a visitor at another university according to the following provisions:

- 1– The other university must be recognized by the relevant authorities in the Kingdom.
- 2– The student must obtain prior approval from the Deanship accompanied by the approval of the head of the concerned academic department on the scientific content of the course to be studied and approved by the competent authority in the other university.
- 3– The student must not be under academic warning in the semester in which they request to study in this capacity.
- 4– The student must have completed (15) credit hours at the university before requesting to study in this capacity.
- 5– The study shall be in this capacity for a period of one semester, with a maximum of (9) credit hours, within the period stipulated in Article (18) of this regulation.
- 6– The student's enrollment at the other university, in this capacity, must be on a full-time (regular) basis.
- 7– The course to be studied in this capacity must be one of the undergraduate courses.



- 8– The language of the course taught at the other university should be the same language as the language taught at the university.
- 9– A student may not, in this capacity, study any course in which they previously received a failing grade at the University.
- 10– The grade obtained by the student in a course studied in this capacity shall not be counted if it is lower than a (C).
- 11– If the student's grade in the course is (C) or higher, the credit hours for the course shall be counted without including the grade, and the student shall be exempted from taking the equivalent course at the University. In this case, the course will be marked with the symbol (E).

b. Visiting student from another university:

A student from another university may be allowed to study as a visitor at the University of Bahrain in accordance with the following provisions:

- 1– The student must be enrolled as a full-time (regular) student at a university recognized by the relevant authorities in the Kingdom.
- 2– To submit an application supported by a nomination approved by the competent authority at their home university to study specific courses for one semester, along with a certified copy of their academic record, a copy of their passport, and their university ID card.



- 3– A student may only be registered in this capacity if a seat is available in the desired course after the completion of the registration, drop, and add periods for university students.
- 4– A foreign student wishing to study at the university as a visiting student must obtain a visa to enter and reside in the Kingdom of Bahrain from the competent authorities. If the student is unable to obtain the required visa, any acceptance granted shall be considered null and void, and the university shall bear no responsibility in this regard.
- 5– Upon registration, the student is obligated to pay tuition fees and any other expenses.
- 6– Admission of a student in this capacity is not considered acceptance for transfer to the university.

Except for tuition fees and expenses, the University Council may, for reasons it appreciates, exempt the visiting student from one or more of the conditions mentioned in the provisions of this article.

Ninth: Life Long Learner Student

Article (41) Within the framework of providing lifelong learning opportunities, graduates of the University or other universities may register for one or more courses they wish to study at the University—whether or not they had previously studied these courses before graduation—without this being tied to



the awarding of a degree. The tuition fees for the registered courses shall be applied in accordance with the fee structure specified for master's programs in postgraduate studies.

Tenth: Student Activity Hours

Article (42) Controls for granting credit hours for undergraduate student activity:

- 1– The credit hour for student activity is an hour awarded to the student with a grade of (A) for participation in student activity, through scientific student societies, student clubs, student council committees, or the like, which is not an academic requirement.
- 2– The student who is granted this credit hour must be an active member of one of the scientific societies, student clubs, student council committees, or any entity that patron's student or volunteer activities, in coordination with the Deanship of Student Affairs.
- 3– The credit hour for student activity is not granted to:
 - a. The student in the Orientation Program.
 - b. The student who was subjected to a disciplinary sanction during the same semester.
- 4– The credit hour estimate for student activity is calculated in the cumulative GPA with the results of the courses at the end of the semester during which the student activity was practiced.



5– A student may be granted a maximum of three (3) credit hours throughout their period of study at the University. No more than one (1) credit hour may be granted in a single semester for events and activities in which the student participated during that same semester.

Article (43) Criteria for granting the a credit hour for student activity:

- 1– A student who meets the required conditions shall be granted one (1) credit hour for activity, provided their participation totals no less than 30 hours of activity in a single semester, as officially documented in the activity forms.
- 2– The activity –through the society, and the like–, must be recorded in the form at the time of its occurrence.
- 3– The student's performance should be good in the activity with the approval of the chairman of the administrative body of the society, and the like, and with the approval of the activity mentor and the like.

Article (44) Process of granting credit hours for student activity:

- 1– The head of the administrative body in each society or the like fills out a form dedicated to activities prepared by the Deanship of Student Affairs so that each student has a file containing forms that record their activities to be kept at the Department of Student Activities.
- 2– At the end of the semester, the Department of Student Activities consolidates the student's activity records into a single form that includes all activities the student participated in, in coordination with the society adviser and the director of the relevant department.



- 3– The society adviser or the like shall approve the student's activity form and refer it to the director of the concerned department or the like for approval.
- 4– The Dean of Student Affairs approves the student activity form and then refers it to the Deanship of Admission and Registration, before the end of the semester, to review it and give the student an hour of student activity according to the regulation, and the Deanship of Admission and Registration may return the forms to the Dean of Student Affairs to review them again in case of any defect.
- 5– Student activity hours shall not be granted retroactively for activities carried out in previous semesters.

Chapter Three: Examination Regulation

6– First: Evaluating Students Performance

Article (45) The students' performance in courses is evaluated through holding tests and examinations, tasks of research, projects, assignments and other methods of learning evaluation within the general rules set by the Department Council to evaluate students of all courses. At the beginning of the semester, the course instructor informs the students about the evaluation methods included in the course plan, the method of distributing the percentage grade to the assessment activities specified for the course, and the final exam.



Article (46) The University Council determines the percentage allocated to the final exams of the course's total grade. As for the rest of the grades, they are allocated to assessment activities, which include midterm exams with a minimum of two exams, and one exam may be sufficient in courses in which the evaluation requires assigning the student to work on a project. In all cases, a percentage of the total grade shall be allocated to the assessment activities conducted by the course professor, and the Department Council shall set the general rules governing these activities.

Article (47) The academic calendar specifies the dates for final exams each semester. Students are informed of the exam date for each course as soon as they register for it. Quizzes and midterm exams are conducted during the scheduled lecture times of the respective course. For courses with multiple sections, midterm exams may be held simultaneously across sections, provided that the exams do not conflict with the lecture times of other courses taken by the students.

Article (48) Students are not allowed to retake assessment activities they have already completed for the purpose of improving their course grades. The instructor must implement the course evaluation plan fairly, consistently, and equally across all sections and among all students in the course they teach.



In cases where multiple instructors teach different sections of the same course, the course coordinator shall undertake the following:

- 1– Supervising and following up the implementation of the course plan.
- 2– Ensure that students in different sections undergo exams of close level – or uniform – during one semester.
- 3– Setting a unified final exam for the students of the course with the participation of the professors of the course sections.

Article (49) When creating exam questions, the following controls shall be taken into account:

- 1– The questions should cover most of the course terms specified in its plan.
- 2– The final exam questions measure all the educational outcomes of the course according to its plan.
- 3– The exam questions should vary between essay questions and objective questions, provided that the grade of objective questions (multiple choice, true and false, ..) does not exceed 50% of the exam's total score.
- 4– The exam questions should be written in the same language in which the course is taught.
- 5– The exam questions should be clearly formulated in terms of clear language and clear form.
- 6– The number of questions and the time to answer them should be suitable with the time allocated for the exam.



7– The questioner should prepare a unified answer form for the unified course exam that specifies the correction criteria, and that the question scores should be distributed in a uniform manner to all sections in it.

Article (50) The student is obligated to take the course exam at the place and time specified and announced by the deanship, department concerned or the instructor. The student may not be late for the scheduled start of the exam or leave half an hour from the start of the examination time, except for compelling reasons.

The student adheres to the instructions of the examination period announced and issued by the Deanship of Student Affairs and approved by the University Council.

The student is required to answer only the specified questions, and any work outside of that will not be accepted. Additionally, the student must write their answers in the language in which the course is taught.

Article (51) In the event that the student is absent from an evaluation activity with an acceptable excuse, the instructor shall conduct an alternative evaluation activity common to all students who are absent from the same activity. If this is not possible, the grade of this activity may be calculated, after obtaining the approval of the department head, within a following evaluation, provided that the following evaluation measures the same educational outcomes specified in



the activity from which the student was absent. The student shall submit the excuse to the instructor within a period not exceeding seven working days from the date of absence.

Article (52) The Academic Department shall form a committee – whose membership includes coordinators of multi-section courses – called the "Examination Committee" whose tasks shall include:

- 1– Receive the final exam questions in sealed envelopes signed by its author two days before the exam, and kept in the designated place.
- 2– Submit closed question envelopes and answer books to invigilators half an hour before the exam time.
- 3– Consider the immediate problems resulting from the examination process, including the student's being late for the exam.
- 4– Receive answer sheets from the invigilators and distribute them to the exam graders.
- 5– Check the test scores and verify their Moderation before the grader enters them into the website.

Article (53) The instructor shall correct the answer sheets, and the Department Council may assign this task to one or more other members, whenever the interest of the work so requires.

Article (54) The Instructor, or their representative, shall correct the answer sheets and send the result to the head of the department within (72) hours



from the end of the period specified for the exam, and it may be extended in the case of multiple sections or courses.

Article (55) In the case of courses with multiple sections, the course coordinator—or the instructor, if there is only one section or one instructor for all sections—shall prepare a comprehensive course file at the end of each semester. This file shall include the course description form, detailing the course learning outcomes and the detailed syllabus. It shall also contain copies of tests, exams, model answers, and grading criteria including the method of grade distribution, as well as assignments and projects assigned to students. Additionally, the file should include copies of students' grades for the course, along with comments from both the instructors and the students. The course file serves as a reference for handling student grievances and for reviews and accreditation processes conducted by quality assurance and accreditation bodies.

The files are to be updated at the end of each semester and maintained by the concerned academic department.

Article (56) The Quality Assurance and Accreditation Committee in the concerned department reviews and analyzes the final exams on a quarterly basis to verify the diversity of questions and their alignment with the educational



outcomes of the course and program, and prepares a quarterly report with its observations to the head of the concerned department.

Article (57) The instructor shall provide the course students with written or oral feedback on their performance in the assessment activities, enabling them to identify their level in the course, and identify the points that need to be developed, provided that the feedback is linked to the evaluation standards and course outputs and is commensurate with the quality of the given evaluation. The student has the right to view the results of correction, evaluation, examination papers and assignments – except for the final exam papers – and has the right to ask about how grades are distributed and request a review of the correction, and the student has the right to appeal to the course coordinator or the head of the department if the instructor rejects their request.

The student shall be provided with feedback on the assessment activities they performed sequentially throughout the semester, according to the evaluation methods adopted by the department for that course, and shall be provided with feedback on the evaluation activity of the course within a period not exceeding three weeks from performing the activity, all this is taken into account that the student receives sufficient feedback before the end of the withdrawal period (W) from the course. The instructor announces the grades of the assessment



activities for students in the course before the start of the final examination period.

Article (58) The instructor may not participate in preparing exam questions or grading answer sheets if they have a relative up to the fourth degree among the students being examined, except with the approval of the head of the concerned department and only in necessary cases.

Article (59) The instructor must submit a record (or a detailed form) containing the comprehensive evaluation of students enrolled in their courses. This record should include students' grades, the weight assigned to each assessment activity, and the maximum score for each. In the case of courses with multiple sections, the record should be submitted to the course coordinator, who will then forward it to the head of the department. For single-section courses, the instructor submits the record directly to the head of the department at the end of the semester, to be filed in the course file. The record must clearly indicate the method used to calculate the final grade as well as the corresponding letter grades assigned to students.

Article (60) The student shall be awarded a percentage grade in the course based on the evaluation of their performance in the final exam and other assessment activities. The grade for the course is determined according to the following scale:



Percentage	Grade	Corresponding points
١٠٠ – ٩٠	A	4,00
٨٩ – ٨٧	A-	3,67
٨٦ – ٨٤	B+	3,33
٨٣ – ٨٠	B	3,00
٧٩ – ٧٧	B-	2,67
٧٦ – ٧٤	C+	2,33
٧٣ – ٧٠	C	2,00
٦٩ – ٦٧	C-	1,67
٦٦ – ٦٤	D+	1,33
٦٣ – ٦٠	D	1,00
Less than 60	F	0,00

Article (61) The character (S) is used to indicate passing a course that does not have credit hours and the character (U) to indicate that it has not passed.

Article (62) The instructor shall enter the grades for the courses they have taught into the University's approved electronic system. The department head is responsible for reviewing and electronically approving the grades, and for printing two hard copies: one to be retained in the department and the other, after being signed by the head of the concerned department, to be sent to the Deanship for record-keeping following verification and electronic approval of the course grades.



Article (63) The final examination papers are kept in special lockers in the department for two years, and then they are delivered to the Security and Safety Department, which in turn disposes of them according to the system followed to dispose of confidential documents.

Article (64) A student is not permitted to take examinations in any course from which they have withdrawn, whether voluntarily or compulsorily. This provision also applies to students who have been dismissed for academic or disciplinary reasons. In cases of disciplinary dismissal from a course, the character (CR)—indicating cancellation of registration—shall be recorded for the student.

Article (65) Administrative or material errors do not give rise to any rights for the student, including taking an exam knowing that he or she is denied it.

Article (66) After approving the results of all courses, the Deanship informs the students of their results in the semester through their account on the university's website. The student has the right to appeal against the course results in accordance with the grievance provisions contained in Article (67) of this regulation.

Article (66)

Second: Provisions of Grievance Against the Result of a Course



- 1– The student may, from the date of announcing the result of the end-of-semester exam according to the period specified in the academic calendar or announced, submit a request for grievance against their result to the concerned department, with payment of the prescribed fee for the grievance; and the concerned department examines the grievance by a special committee in which the instructor does not participate, provided that the committee submits its report to the department head within a week, and sends the result of the grievance after being approved by the department head and the dean to the Deanship for the necessary action and notifying the student, and the instructor. The student has the right to view the answer sheet of the final exam after the issuance of the result from the committee formed by the department, to consider the grievance against the grade of the course to reassure the student that the grade they received is correct and fair, provided that the student is informed of the answer sheet in the office of the department head, and the necessary measures are taken to ensure that no leakage or photocopying of the answer sheet occurs.
- 2– From the date of the announcement of final exam results—within the period specified in the academic calendar or otherwise announced—the student may submit a grievance regarding their result to the concerned department, along with payment of the grievance fee. The grievance shall be reviewed by a special committee within the department, in which the course instructor does not participate. The committee must submit its report to the department head within one week. The result of the grievance, after being approved by the department head and the dean, shall be forwarded to the Deanship for



the necessary action, and both the student and the instructor shall be notified accordingly. The student has the right to review their final exam answer sheet after the committee has issued its decision on the grievance, to ensure that the grade awarded is accurate and fair. This review shall take place in the office of the department head, and appropriate measures must be taken to prevent any leakage or photocopying of the answer sheet.

- 3– The student shall not recover the fee paid for the grievance unless the committee's report is positive and the student's grade in the course changes.
- 4– It is not permissible, except in the case of a material error in monitoring grades, to lower the student's grade from the grade complained of.
- 5– The result of the grievance issued by the Grievance Committee and approved by the department is considered a final result and the student is not entitled to re–appeal again.
- 6– The preceding provisions shall apply to grievances in all courses, including courses of a practical or training nature or graduation projects.

Article (68)

Third: Provisions of Cheating in Exams

Subject to the provisions of the Misconduct Bylaws regarding the provisions of cheating in exams, the regulations of Academic Plagiarism and Academic Integrity, and the Distance Education system, the following measures shall be taken in the event of cheating in exams, attempting or assisting in it:



- a– The invigilator shall withdraw the answer sheet and write a note in which the student's name and university ID number, the course name and character, the hall number in which the exam is performed, an accurate description of the cheating attempt, cheating or assistance in cheating in the exam and the tools used in this regard shall be recorded, then the memo, the answer sheet in question, and the tools shall be sent to the department head to be submitted to the dean, in preparation for referral to the Misconduct Bylaws Committee at the college.
- b– The College's Misconduct Bylaws Committee shall investigate the incident attributed to the student and issue an appropriate recommendation in accordance with the UOB Misconduct Bylaws.
- c– The Dean shall notify the Deanship of Student Affairs of the decision on the incident under investigation to take the necessary measures and inform the concerned parties of that decision.

Article (69)

Fourth: Provisions of Absence from Final Exam

- 1– A student who was unable to attend the final exam for the semester must submit an excuse to the head of the concerned academic department within two weeks from the date of the missed exam. The excuse must be supported by official documents authenticated by the competent authorities. The decision to accept a student's excuse for being absent from the final exam for the first time, or for being absent from the make-up exam for the second time, falls under the authority of the College Council. The head of



the academic department shall submit the student's excuse to the Dean of the College as a preliminary step for presenting it to the College Council.

The Dean may also review excuses submitted after the specified deadline and present them to the College Council if there are valid and serious reasons justifying such a delay. In all cases, the College Council shall issue one of the following two decisions:

a– The student's excuse is not accepted, and is considered Failed in the course, and the student must register for it again. The student must be notified of this decision before the beginning of the add/drop period for the next semester, otherwise their excuse is considered acceptable.

b– The student's excuse is accepted, and is allowed to retake the exam with students taking the course at the end of next semester, and the dean of the college may move the date of taking the exam forward for the student in the following cases:

1– A student who is academically dismissed due to receiving an (F) in courses for which their excuse for missing the final exam was accepted.

2– The student who is expected to graduate at the end of the semester.

3– Compelling cases after the approval of the concerned dean, in consultation with the dean of admission and registration.

2– The following cases are grounds for accepting a student's excuse for not attending the final exam:



a– Compelling excuse

b– Health reasons, provided that the student submits a medical excuse certified by the doctor, and approved by the health center or hospital.

c– Exposure to a traffic accident or injury resulting from it.

d– The death of a relative of the first or second degree.

3– The student is assigned a grade of (F) if they fail to attend the final exam, and if their excuse is accepted and they successfully take the exam, the grade of the course is recorded in the Student Information System (SIS) by the course instructor and is approved by both the head of the department and the dean.

Unless a final written exam is required, the student shall be assigned the character (I) in a research course, debate, or practical training if they present a valid excuse that prevented them from completing the assigned work. This grade shall be removed from the student's record if the work is completed during the following semester; otherwise, the student shall be considered to have failed the course.

4– In the event that the final exam is conducted remotely through electronic platforms, if a mechanical, technical or other problem occurs that prevents the student from taking the exam or completing it, the student must apply to the head of the concerned department, before the end of the final exams period, proving that the problem occurred. In this case, the head of the department, in consultation with the course coordinator, verifies the seriousness of the excuse, and if it is proven, the head of the department



consults with the dean of the college to assign the course coordinator to conduct a retake of the student's final exam again during the final exams period. However, if the student delays in submitting their excuse until after the final examination period and the announcement of the results, the student shall be subject to the provisions referred to in paragraphs 1, 2 and 3 of this article.

Article (69)

Fifth: Provisions of Repeating a Course

Article (70) Students admitted in the years 2017 to 2020 are required to repeat any compulsory course in which they received a failing grade. They may repeat the course up to two times, unless they are in their graduation semester, in which case more attempts may be allowed. In such cases, the most recent grade will be calculated in the student's cumulative GPA. Students may also repeat a course they passed with a grade below (C), in which case the higher grade will be counted in their cumulative GPA. In both scenarios, the lower grade will not affect the cumulative GPA. This policy applies starting from the first semester of the academic year 2021/2022.

Students admitted in 2021 and later are also required to repeat any compulsory course in which they received a failing grade, and the most recent grade will be used in calculating the cumulative GPA. They may also repeat a course



passed with a grade below (C), with the higher grade being calculated in the cumulative GPA. In both cases, the lower grade will have no effect on the cumulative GPA. This is also effective starting from the first semester of the academic year 2021/2022, and is subject to Clause 4 of Article (22) in both cases.

Article (71) With the approval of the concerned department, the student may choose an alternative elective course in place of an elective course in which they either failed, earned a grade below (C), or that was canceled. The grades of both elective courses shall be recorded in the student's academic record, and the higher grade shall be calculated in the cumulative GPA. This policy is effective as of the first semester of the academic year 2021/2022.

Article (72) Upon repeating the course, the student is required to attend both the theoretical and practical sessions and to complete all assessment activities. However, if the student previously obtained a score of 70% or higher in the practical component, the grade for that component may be carried over, and the student may be exempted from attending the practical sessions.

Article (73) A student may not request the division of their academic record for a single academic program. The record issued by the Deanship includes the student's full academic history from the date of admission to the University



up to the date of the request. In the event of any errors in the academic record, the student may contact the Deanship for review.

Article (74) The following characters in the student's academic record mean the following:

E	Exempted Without Grade	اعفاء من المقرر دون احتساب درجة
I	Incomplete	غير مكتمل
IF	Incomplete / Fail	غير مكتمل / راسب
NR	Grade Not Received	لم تستلم الدرجة
P	Passed	اجتياز
R	Grade not to be used in calculation of the GPA	لا تحسب الدرجة في المعدل التراكمي
S	Satisfactory	مرضي
SP	Satisfactory Progress	أداء مرضي
T	Exempted with Grade	اعفاء من المقرر مع احتساب الدرجة
U	Unsatisfactory	غير مرضي
UP	Unsatisfactory Progress	أداء غير مرضي
UR	Under review	قيد المراجعة
W	Withdraw	منسحب
WA	Compulsory withdrawal (Absence with an acceptable excuse)	منسحب اجباريا بسبب الغياب عذر مقبول
WF	Compulsory Withdrawal With Fail (Absence Without Excuse)	منسحب/ اجباريا بربوب بسبب الغياب
WE	Withdrawal (Compelling Valid Excuse)	منسحب اضطرارياً من جميع المقررات بعذر قهري
WP	Withdraw / Pass	منسحب/ بنجاح
CR	Cancelled Registration	الغاء التسجيل
ACR	Attended Credits	الساعات المسجلة
CRD	Credit Hours	الساعة المعتمدة
CGPA	Grade Point Average	المعدل التراكمي
GRD	Grade	التقدير
PCR	Passed Credits	الساعات المجتازة
REP	Course repeated	مقررات معادة
STS	Status	حالة المقرر
SGPA	Semester Grade point Average	المعدل الفصلي
MCGPA	Major Grade Point Average	المعدل التراكمي التخصصي
IGPA	Minor Grade Point Average	المعدل التراكمي للتخصص الفرعي



Article (75) The Deanship may issue a certificate of expected graduation to a student who has only one semester remaining, after verifying the student's overall cumulative GPA and the GPA of their major courses.

Sixth: Provisions of Graduation and Granting an Academic Degree

Article (76) Subject to the provisions of Article (18), the following provisions shall apply to graduation and granting the degree ⁶:

First– To graduate from the bachelor's program, the following conditions must be met:

- 1– The student must successfully complete all the courses required for graduation.
- 2– To achieve the cumulative GPA required for graduation of at least (2 out of 4).
- 3– To achieve a cumulative GPA of not less than (2 out of 4) in the general average of the major courses included in the program. The major average requirement applies to students of the College of Business Administration, the College of Law, and the Department of Physical Education at the College of Health and Sports Sciences, starting from the batch of year 2016, while



the previous batches are subject to the special decision followed in each college. As for the diagnostic radiology, nursing, and pharmacy programs at the College of Health and Sports Sciences, the student must graduate from the major courses with a grade of at least (C) ⁷.

- 4– To achieve a cumulative GPA in the general average of the minor courses of not less than 2.00 out of 4.00 if it is from the class of 2016/2017 and the later.

Second– To graduate from the Associate Diploma Program, the following is required:

- 1– Successfully complete all the courses required for graduation in the program with a minimum of 66 credit hours.
- 1– Achieving a cumulative GPA of at least 1.67 out of 4.00, with regards to the associate diploma in health disciplines in the College of Health and Sports Sciences, the student is required to achieve a cumulative GPA and a Major GPA of at least and 2.00 out of 4.00.

6 Amended by University Council Resolution No. (306/2021) in session No. (9) on 29/6/2021.

7 Amended by University Council Resolution No. (406) year 2023 regarding bachelor's of nursing.



Article (77) Upon the student's request, the Deanship may issue a statement of expected graduation, provided it is approved by the college, as well as a statement confirming the completion of graduation requirements, also subject to the college's approval. In all cases, the Deanship shall issue a graduation statement and an official graduation certificate, based on the form prepared by the Deanship and in accordance with the University Council's decision, once the conditions outlined in the previous article are met, all due and outstanding fees are paid, and all requirements are fulfilled. Graduates of the associate diploma program may also apply to enroll in one of the second-period programs.

The Deanship is responsible for verifying the authenticity of documents related to a student's academic record and graduation certificate upon receiving a request from a local or international institution, using the official channels available for such verification.

Article (78) Subject to the provisions of Article (15/h) of the Law, the University Council shall grant the academic degree to the student who has fulfilled the conditions for graduation within the period stipulated in Article (18) of this regulation.



Article (79) The students' grades of success and excellence are determined according to the following table:

Grade	GPA
Distinction with First Class Honors	3,90 – 4,00
Distinction with Second Class Honors	3,70 – 3,89
Excellent	3,50 – 3,69
Very good	3,00 – 3,49
Good	2,00 – 2,99
Fair (for Associate Diploma students only)	1,67 – 1,99

Article (80) The University President and the deans of the Colleges may approve an honorary board that includes outstanding students in accordance with the controls issued by a decision of the University Council.

Chapter Four: Academic Warning and Dismissal, and Re-Enrollment

Article (81) The provisions of academic warning and dismissal apply to all students of academic programs in the undergraduate level.

Article (82) The summer semester is not considered a regular semester for the purposes of academic warning and dismissal.



Article (83) During the warning validity period, the student may not apply for a membership of the administrative body of a student organization, or study courses at another university as a visiting student.

Article (84) A student under academic warning may utilize the available opportunities to improve their cumulative GPA.

Article (85) A student who was dismissed from the university for disciplinary reasons may not be re-enrolled.

Article (86) The period of temporary dismissal from study for the student for disciplinary reasons shall be calculated within the period stipulated in Article (18) of this regulation.

Article (87) An academic warning shall be issued to students from the batch of 2015 and earlier if their cumulative GPA falls below the minimum required for graduation within the timeframe specified in Article (18) of this regulation, starting from the end of the second semester after completing the orientation program, if applicable. For students from the batch of 2016 and onward, the academic warning is issued starting from the end of the first semester after completing the orientation program, if applicable. In both cases, this constitutes the first academic warning. If the student fails to raise their cumulative GPA to the required minimum, a second academic warning will be issued.



Article (88) If the student received an academic warning – first or second – and then manages to raise their cumulative GPA to the required minimum, the effect of the warning shall cease to exist, and if their cumulative GPA decreases at a later stage, a new academic warning shall be issued independent of the previous warning or warnings.

Article (89) The student shall be dismissed academically from the university in the following two cases:

First case: If the student is unable to raise their cumulative GPA in the semester following the second academic warning.

Second case: The end of the maximum period stipulated in Article (18) of this Law.

Article (90) The following are excluded from the academic dismissal, due to academic warning, for the batch of year 2015 and earlier:

a– A student who has successfully completed 75% or more of the credit hours required for graduation remains under academic warning, regardless of their cumulative GPA, until they improve their GPA to meet the minimum graduation requirement. The student will only be dismissed upon exhausting the maximum allowable duration of the program.

b– An undergraduate student who earns a semester GPA of 2.0 or higher (on a 4.0 scale), or a cumulative GPA between 1.67 and 1.99 (on a 4.0 scale), in the semester following the one in which they received their second



academic warning, is allowed to continue studying as a special student for one semester. If, during this semester, the student again achieves a semester GPA of 2.0 or higher or a cumulative GPA between 1.67 and 1.99, they will be granted a second semester as a final opportunity. If the student raises their cumulative GPA to 2.0 or higher, the academic warning will be lifted. Otherwise, the student will be dismissed from the university.

- c–** A student at the associate diploma level who earns a semester GPA of 1.50 or higher (on a 4.00 scale), or a cumulative GPA between 1.33 and 1.49 (on a 4.00 scale), in the semester following the one in which they received their second academic warning, is allowed to continue studying as a special student for one semester. If, during that semester, the student again achieves a semester GPA of 1.50 or higher or a cumulative GPA between 1.33 and 1.49, they will be granted a second semester as a final opportunity. If the student raises their cumulative GPA to 1.50 or higher, the academic warning will be lifted. Otherwise, the student will be dismissed from the university.

Re-enrollment

Article (91) First– A student who is dismissed from the academic program in accordance with Article (89) of this regulation, and who permanently withdraws from the university, may submit a petition to return to study at the university, according to the student case study form designated for this, in the following cases:



- a**– Academic dismissal from the academic program due to a minimum GPA.
- b**– Exhausting the period specified for the completion of the program, and the additional semester granted by the University Council upon the Deanship’s recommendation.
- c**– Final withdrawal from the university that does not meet the conditions mentioned in Article (31) of this regulation, in the following cases:
 - a**– The student who is not academically warned and who passed three or four semesters since their final withdrawal.
 - b**– The student who is academically warned.

Second– A student who is academically dismissed from studying in the bachelor's program may apply for re-enrollment in the Associate Diploma Program (Exit program), by submitting a student case study application, and paying the fees specified for that, on the specified dates, and the Deanship must refer the application to the concerned college to study it, and submit its recommendation in this regard, in accordance with the conditions and controls stipulated in this regulation.

Article (92) The student's petition to return to study shall be considered according to the following controls:

- 1**– Petitions for re-enrollment (student cases) must be submitted within the period specified in the academic calendar. The University Council may extend the submission period.



- 2– The submitted application must be accompanied by the student's transcript, the justifications for accepting their excuse, and the supporting documents for re-enrollment, with a non-refundable payment of BD 30 for studying the application.
- 3– It is not permissible to apply for re-enrollment of the student (student case) more than twice as a maximum, and applications for re-enrollment to the bachelor's program that are submitted after more than two years from the date of the student's dismissal from the study program are not accepted.
- 4– The student submits a student case study electronically through the Student Information System (SIS) with the information, documents and transcript attached. The application is then referred to the concerned dean, including the supporting documents, who transfers it electronically to the student cases committee at the college to study it and submit a report on it, and the dean must then refer the application and the report to the Student Case Study Committee at the university level with his/her opinion on re-enrollment. The student shall be re-enrolled in the Student Information System (SIS) as follows:
 - a. If the student's cumulative GPA is not less than 1.9, they shall be automatically re-enrolled in the bachelor's program.
 - b. If the student's GPA is below 1.9 but not less than 1.67, they shall be automatically re-enrolled in the associate diploma program, unless the student is in their graduation semester, the low GPA is due to health reasons, or there is no associate diploma program in their major. In such cases, the request shall be referred to the Student Case Study Committee for an appropriate recommendation.



- c. If the student's GPA is 1.67 or higher and more than two years have passed since their dismissal, and they wish to obtain an associate diploma, their request—along with supporting documents—shall be submitted to the concerned dean. The dean shall then refer the request electronically to the college's Student Cases Committee for review and reporting. Thereafter, the dean shall forward the request and the committee's report, along with their recommendation, to the University Student Cases Committee for final consideration regarding re-enrollment.
- 5– When reviewing re-enrollment requests to the bachelor's program, the Student Cases Committee shall ensure that the criterion for recommending approval is the applicant's ability to either raise their GPA or complete their remaining courses within one semester, in accordance with the program's study plan.
- 6– The Student Cases Committee at the university level, formed by a decision from the President, considers the re-enrollment applications it receives, in light of the opinion of the concerned colleges regarding re-enrollment, and the justifications contained in the petition request, whether social, health or academic justifications, and it must submit its final report thereon to the President, indicating the reasons for accepting or rejecting each case, and the number of re-enrollment times. The University Council may discuss the cases submitted to it and take its decision thereon.
- 7– If a student's re-enrollment is approved, the Deanship shall notify the student of the approval, allowing accepted applicants to register for their courses at the beginning of the semester following the one in which they submitted their re-enrollment requests. The tuition fee shall be BD 80 per



credit hour for students re-enrolled after being dismissed due to exceeding the maximum duration of the program. This applies to batches admitted from the first semester of the academic year 2021/2022 onwards.

Students granted re-enrollment may not defer their studies unless they present an excuse deemed acceptable by the University Council.

- 8- If a student submits a grievance regarding a course grade and is subsequently re-enrolled due to an improved GPA following the grievance review, the previously submitted student case application will be canceled, and the application fees refunded. Similarly, the student case application and fees will be canceled and refunded if the student submitted a case for exhausting the maximum program duration at the time the Deanship submitted a list to the University Council of students who had exhausted their maximum period, and the Council approved their re-enrollment and the granting of an additional semester.
- 9- In the event that a student dismissed for exceeding the maximum program duration has submitted a student case application, but is subsequently re-enrolled by a decision of the University Council based on a report from the Deanship, the submitted student case application shall be canceled and the application fees refunded.



Chapter Five: Final provisions

Article (93) The Deanship shall use and update electronic and other means to implement the provisions of this regulation.

Article (94) Without prejudice to the provisions of this regulation, each college may, upon the recommendation of the concerned department council, set procedures and controls consistent with the specificity of its programs, provided that they are approved by the University Council.

Article (95) In the absence of a provision in its internal regulations, the provisions and procedures of the academic departments apply to the centers and programs that offer courses at the university in a manner that does not conflict with its own provisions.

Article (96) Each college shall have a guide that includes information on the study programs offered by the college, stating the compulsory and elective courses for each program separately, and their distribution to the semesters, the prerequisite for each course, the practical training system, graduation research, and the practical applications of the courses.

Article (97) All information related to the student is considered personal, including the results of the exams, and may not be shared with others except



with a verified proxy signed by him/her, and the results of the exams shall be announced in ways that do not jeopardize the student's privacy.

Article (98) Security measures are taken into account to save and modify the student's electronic data received according to the university's IT Policies and Procedures. And save all university students' files, information and electronic data according to the latest available technical means to ensure their security and confidentiality.

Article (99) The provisions of the Misconduct bylaws for UOB Students shall apply to any violation of the provisions of this regulation committed by the student.

Article (100) The Deanship provides basic data, information and statistics on the performance indicators of university students to the concerned authorities, and these indicators and curves are measured by the competent authority, and submitted to the concerned academic departments and colleges and decision makers in order to improve the educational process.

Article (101) Distinguished university students should be given a greater degree of comprehensive care that motivates them to continue to excel, and the Vice President may develop appropriate mechanisms to determine the quality and forms of care.



Article (102) Students with special needs shall be taken into account in the arrangements related to the re-examinations, tests, courses' registration and attendance, as well as the selection of halls that suit their health status, in accordance with the University Council's regulations and decisions in this regard.

Article (103) Special programs subject to agreements between the university and government and private agencies are treated as stipulated in these agreements.

Article (104) Students Tuition fees are determined in accordance with the decisions of the University's Board of Trustees.

The University Council is responsible for interpreting the provisions of this regulation, and its decisions in this regard are complementary to it, and the new decisions of the University Council related to it are included in the regulation and updated as soon as possible.

Article (105) This regulation shall enter into force as of the date of its approval by the University Council.
